

# ApproveIt<sup>TM</sup> Cheat Sheet

Army Military Traffic Management Command

<http://intranet.mtmc.army.mil>

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FREE

## Electronic Signing Coming to MTMC

Microsoft Word and Excel docs, FormFlow forms can "Stay Paperless"

In order to comply with the 1998 Government Paperwork Elimination Act (GPEA), MTMC plans to purchase a site license for ApproveIt<sup>TM</sup> Electronic Signature software, by Silanis Technology, Inc. This software will enable users to electronically route (via email), sign and store all internal electronic forms and correspondence, thereby eliminating the need to print out a document just to have a signed, official copy. Electronic documents can now stay paperless.


The electronic signature will be a digitized image of the user's actual signature that contains encryption. The software has a "verify approval" feature that enables the user to verify if the content of the signed document has been modified, and a "secure print" feature that enables the user to print a copy of the document with the signatures of those who have signed it, when a paper copy is still needed.

ApproveIt is very easy to use, works with the most commonly used correspondence applications used at MTMC (Word, Excel, and FormFlow), and will work with the DoD Common Access Card (CAC), when it becomes available.

For more information on MTMC's Paperless Correspondence Initiative, go to <http://intranet.mtmc.army.mil>, and click on the **Programs** tab, then click **Information Management**, then **Paperless Correspondence Initiative**.

## Signing Documents

Word, Excel, FormFlow

- From the Menu, select **ApproveIt**.  
(OR In Word or Excel click  )
- Select **Approve**.
- Select the appropriate signature file (Omit if ApproveIt has been configured to default to your signature file.)
- Enter your password.
- Click **OK**.

*To make your signature file the default, go to the "Start" Menu, select "Programs", then "ApproveIt" then "ApproveIt Configuration". Click on the "Signature Input" tab and check the "Use the Default ePersona File", and find your "cps" file in the appropriate directory.*


**Remember: Date Before You Sign, OR Use Replace Phrases**



MTMC - "Paper Free in 2003"

## Verifying Approval


Word, Excel, FormFlow

- From the Menu, select **ApproveIt**.  
(OR In Word or Excel, click  )
- Select **Verify Approval**.

*ApproveIt verifies the contents of the document and displays the audit trail.*

## Undoing Last Approval

Word, Excel, FormFlow

- From the Menu, select **ApproveIt**.  
(OR In Word or Excel, click  )
- Select **Undo Last Approval**.

*This option does not function if the document has been **Saved, Secure Printed** in Word or Excel, or **Printed in FormFlow**.*



## Automatic Signature Placement

Word, Excel

ApproveIt automatically detects the **Replace Phrases** found in a document, and presents these to the user in the "**Place Signature at ...**" section during the approval process. Some phrases are already configured in ApproveIt (such as {NAME} and {DATE}), but new phrases can be created.

Replace Phrases **must** be placed in **curly brackets**. Users can perform an **Order Signing** when a document must be signed in a specific order.


### Exercise: Using Replacement Phrases

- Open up Microsoft Word.
- Type the following:  
  
{SIGNATURE1}  
{NAME1}  
{DATE1}
- Electronically Sign the Document

*For more information on Signature Placement, or any other ApproveIt feature go to the ApproveIt for Office or the ApproveIt for FormFlow manuals, located under **Start Menu, Programs, ApproveIt** on your computer.*

## Printing

Word, Excel, FormFlow

- From the Menu, select **ApproveIt**.  
(OR In Word or Excel, click  )
- Select **Secure Print** in Word or Excel or **Print** in FormFlow.

**\* NOTE:** In Word and Excel, **ONLY SECURE PRINTING** will get rid of the box surrounding the signature.